

Navy Enlisted Advancement System (NEAS)



Purpose of the NEAS Brief

- ♦ This brief provides NEAS information to advancement candidates, supervisors, and commands.
- ♦ Requests for on-site presentations should be directed to MMC(SS) Cary Medley at the Navy Advancement Center, NETPDTC:
 - E-mail:MMC-CARY.MEDLEY@cnet.navy.mil
 - DSN 922-1574
 - COMM (850) 452-1574
- ♦ The brief is also posted on NETPDTC's web site at:
 - <https://www.advancement.cnet.navy.mil>

Presentation Topics

- ◆ Purpose of advancement exams
- ◆ How the exams are developed
- ◆ How the exams are scored
- ◆ Profile sheet - What does it mean?
- ◆ How the candidate can prepare for the exam

Purpose of Advancement Examinations

The advancement-in-rate examination is a tool used to rank order already *qualified* candidates on the basis of rating and professional military knowledge at the next higher rate.

Qualifying to Take the Exam

- ♦ **All candidates who take the exam must be qualified for advancement to the next-higher rate**
- ♦ **Service in paygrade requirement has been met**
- ♦ **CO recommendation**

Time In Rate Requirements

Paygrade

Time In Rate (TIR)

| | |
|------------|------------|
| E-1 to E-2 | 9 months |
| E-2 to E-3 | 9 months |
| E-3 to E-4 | 6 months |
| E-4 to E-5 | 12 months |
| E-5 to E-6 | 36 months* |
| E-6 to E-7 | 36 months* |
| E-7 to E-8 | 36 months |
| E-8 to E-9 | 36 months |

* 1-year TIR waivers for E6/7 EP candidates

Exam Development Facts

- ♦ **Written by CPOs (E-7 to E-9)...**
 - **Recent fleet experience**
 - **From ratings (BM, SH, etc.) or**
 - **From rating communities (EMN, AWA, etc.)**
- ♦ **Designed to test experience and knowledge**

More Exam Development Facts

- ◆ **Prepared 12 months ahead of the test date**
- ◆ **Why?**
 - **Lead time required to edit, proof, and QA**
 - **Lead time required to order, print, and distribute**

Yet More Exam Development Facts

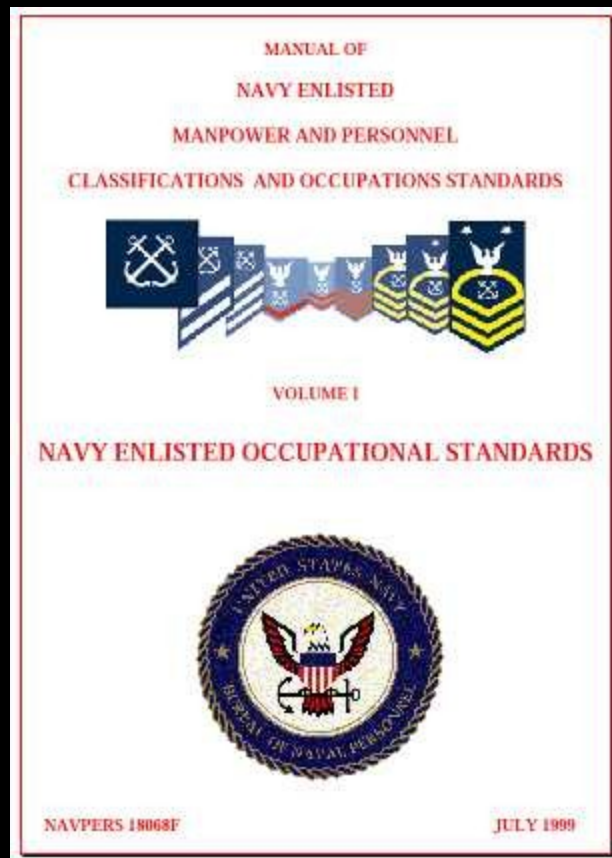
- ♦ Exams consist of **200** questions
Occupational + Professional
Military

| | | Knowledge |
|----|-----|-----------|
| E7 | 100 | 100 |
| E6 | 115 | 85 |
| E5 | 135 | 65 |
| E4 | 150 | 50 |

Even More Exam Development Facts

- ♦ **Navy exams test on occupational (rate) and professional military knowledge (PMK) information**
 - **Exams test the most important topics for the rate**
 - **Every question must be supported by a “bib” reference**
 - **Occupational Standards, Naval Standards, and other standards pertaining to the rating are used to validate questions**

Occupational and Naval Standards (NAVPERS 18068F)



- ◆ Contains Occupational and Naval Standards for all Navy ratings
- ◆ Developed from periodic fleet surveys of Sailors in the ratings and community representatives
- ◆ OCCSTDs and NAVSTDs may be found on the BUPERS CD ROM that is mailed to commands quarterly and at:
www.bupers.navy.mil

Exam Development Process



1. Exam writer develops exam
2. Exam writer “takes” exam
3. Exam is printed/verified
4. Printed exam is reviewed
5. Fleet takes exam; writer takes exam
6. Substitute exam is administered
7. Final answer key verification

Exam Scoring

- ♦ **There are two approaches to exam scoring:**
 - **Criterion-referenced (schoolhouses)**
 - **Norm-referenced (Navy advancement exams)**

Criterion-Referenced Exam Scoring

- ◆ Criterion-referenced exam scores represent your performance based on a specific standard
- ◆ Most Navy schoolhouses, high schools, universities, etc. use criterion exam scoring. For example:
 - A 100 question test requires a minimum of 70 to pass.
 - If you get 87 questions correct, your score is 87%-- you will pass.

Norm-Referenced Exam Scoring

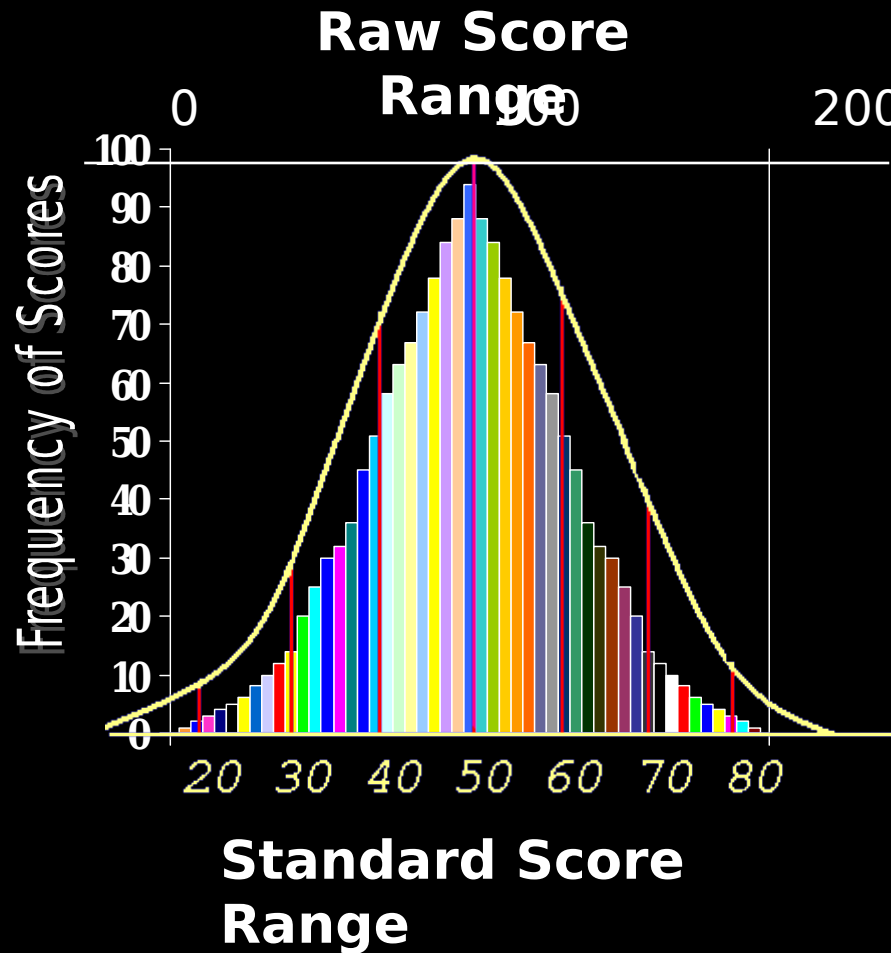
Norm-referenced scores represent your performance in relation to everyone else who took the same exam at the same time as you.

- ♦ **Advancement exams use norm-referenced scoring**
- ♦ **You cannot determine from a norm-referenced score how many questions you answered correctly.**
- ♦ **You can only determine whether you scored higher or lower than others who took the same exam.**

Advancement Exam Objectives

- ♦ Advancement exams meet two objectives:
 - To identify the **best qualified** of all qualified candidates
 - To ensure that the **average** candidate will get about half of the questions correct.

Standard Score Example



- ♦ Raw score range: **0** to **200**
- ♦ Raw scores are converted to standard scores
- ♦ Standard score range: **20** to **80**
- ♦ Average of all raw scores is assigned standard score **50**

Final Multiple Score (FMS)

**The Final Multiple Score (FMS) method
looks at the “whole person”**

♦ E-4/5/6

- Performance**
- Experience (service in paygrade, awards, and PNA points)**
- Exam Score (standard score)**

♦ E-7

- Performance**
- Exam Score (standard score)**



MS for E-4/5 Candidat

(Maximum possible points)



- ♦ Examination standard score: **80** 34%
- ♦ Performance: **84** 36%
- ♦ Service in paygrade **30** 13%
- ♦ Awards: **10** 4%
- ♦ PNA Points: **30** **13%**

Total Possible 234

100%



MS for E-6 Candidate

(Maximum possible points)



- ♦ Examination standard score: **80** 30.0 %
 - ♦ Performance: **110** 41.5 %
 - ♦ Service in paygrade: **34** 13.0 %
 - ♦ Awards: **12** 4.5 %
 - ♦ PNA Points: **30** 11.0 %
- Total Possible 266 100.0**

%



MS for E-7 Candidates

(Maximum possible points)



- ♦ Examination standard score: **80**
60%
 - ♦ Performance: **52** 40%
- Total Possible** **132**
- 100%**

How FMS Affects Advancement

- ♦ If your FMS is at or above the cutoff, you will be advanced
 - ♦ Unfortunately, not all will have an FMS high enough to be advanced. For example:
 - If the FMS cutoff for selection is: **168.22**
 - But your FMS is: **168.18**
 - You will not be selected for advancement
- (But, there's some good news: If you earn PNA points, they will be added to your FMS for the next exam.)

Performance Mark Average (PMA)

How is PMA calculated?

- ♦ **Evaluations/FITREPs used for candidates:**
 - **E-4** - As per NAVADMIN (past 8 or 9 mos)
 - **E-5** - As per NAVADMIN (past 14 or 15 mos)
 - **E-6/7** - The past 36 months

How is PMA calculated?

(Continued)

- * Only the Promotion Recommendation Blocks are used (Block 45)**
- * Use ONLY evaluations in the current pay-grade**
- * Do NOT use Not Observed reports**
- * Add block 45 marks together, then divide by the number of evaluations used in the computation**
- * Carry to three decimal places and round up/down (less than 5, round down)**

How is PMA calculated? (Continued)

Promotion Recommendation point values

| | | |
|-----------------------------|----------|-------------|
| Early Promote | = | 4.00 |
| Must Promote | = | 3.80 |
| Promotable | = | 3.60 |
| Progressing | = | 3.40 |
| Significant Problems | = | 2.00 |

How is PMA calculated? (Continued)

Example for PO2 participating in PO1 exam:

Evaluation ending Block 45 mark

02 March 15 EP = 4.00

01 March 15 MP = 3.80

00 March 15 MP = 3.80

**Add 4.00 + 3.80 + 3.80 = 11.6, divide by 3 =
3.866**

Round up to 3.87

Final PMA is 3.87

Performance Mark Average Contribution to Final Multiple Score

| <u>Performance Mark Average</u> | <u>FMS Points</u> | | |
|-------------------------------------|-------------------|-----------|-----------|
| | <u>E4/5</u> | <u>E6</u> | <u>E7</u> |
| 4.00 | 84, | 110, | 52 |
| 3.80 | 72, | 98, | 49 |
| 3.60 | 60, | 86, | 46 |
| 3.40 | 48, | 74, | 44 |

***These values are approximations based on individual's average over the cumulative reporting periods.**

PNA Points?!!!?

What are they and how are they determined?

Passed-not-advanced points come from two sources:

- ♦ **Final Exam Standard Score (SS)**
- ♦ **Performance Mark Average (PMA)**

PNA Points Computation

PNA points are determined using PMA and SS

- ◆ **Up to 1.5 points can be awarded for both PMA and SS per exam cycle. (accumulating a maximum of 3.0 per exam)**
- ◆ **NAVADMIN 189/00 placed more emphasis on PNA:**
 - **Directed that the total PNA for the last 5 of the most recent exam cycles be multiplied by 2.**
 - **E-4/5/6 can now accumulate a maximum of**

PNA Points Computation for PMA

Performance Mark Average

| | | |
|------|-----------------|------------|
| Top | 25%: 1.5 | PNA points |
| Next | 25%: 1.0 | PNA points |
| Next | 25%: 0.5 | PNA points |

- Performance Mark Averages are calculated for all candidates taking the exam.
- Then PNA points are awarded for one's performance based on how the candidates rank among themselves.

PNA Points Computation for Standard Score (SS)

Exam Standard Scores

58-80 = 1.5 PNA points

51-57 = 1.0 PNA points

43-50 = 0.5 PNA points

- ♦ Exams are scored and the PNA points are awarded based on the candidate's standard score.
- ♦ Ranges equate to approximately 25% of the candidates. Ranges are smaller as you enter the middle section of the curve, since more candidates have a standard score between 40 and 60.

“Where do the advancement quotas originate?”

Chief of Naval Operations and Enlisted Community Managers determine vacancies based on projected gains and losses



E 4/5/6
Vacancies



OPNAV directed quotas
Selection based on top FMS



Personnel are selected for
advancement based on FMS

E 7/8/9
Vacancies



OPNAV
Selection Board



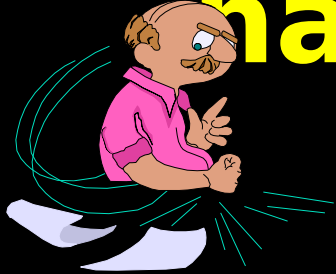
E 7/8/9 Boards select
personnel for advancement



“What do you mean, there was a discrepancy on my test?”

- ♦ **A discrepancy is an error on:**
 - **A worksheet**
 - **An examination answer sheet**
 - **Or, information that does not match the Enlisted Master File**
- ♦ **Here are some examples:**
 - **Incorrect SSN (#1)**
 - **Name change**
 - **Error in rate (MM vice MMN entered on answer sheet)**
 - **NAVET Time in Rate/Service in Paygrade error**
 - **Enlisted Master File is incorrect**
- ♦ **Errors can lead to:**
 - **Delayed results or advancements**
 - **In extreme cases, a candidate might NOT GET ADVANCED**
- ♦ **There are thousands of discrepancies per cycle**

“What happens if I have a discrepancy?”



- ♦ **Your PSD, ESO, or command has instructions on how to correct discrepancies.**
 - **The information in your service record should be re-verified along with the Enlisted Master file and**
 - **A message or letter with documentation sent to NETPDTC to correct the discrepancies.**

“How do I prevent discrepancies?”

MAKE SURE YOUR INFORMATION
IS CORRECT !

- ♦ **On your worksheet:**

- Verify your examination worksheet information is correct before you sign it, or have it corrected by PSD or ESO before it goes forward.

- ♦ **On your exam:**

- Verify the information you put on your examination answer sheet is correct and the circles are darkened in correctly.

Now, let's talk about the
Profile Information Sheet...

FROM: COMMANDING OFFICER
TO: DOE, JOHN 123-45-6789

PRESENT RATE HT2
EXAM RATE HT1
GROUP
BRANCH CLASS USN
CYCLE XXX
SERIAL NO. XXX0123
DATE MARXX
UIC 12345
CODE AD

SUBJ: EXAMINATION PROFILE INFORMATION AND EXAM STATUS

REF: (a) YR LETTER DTG

| FINAL MULTIPLE SCORE BREAKDOWN | EXAM STANDARD SCORE | PMA (EVAL AVG) | SERVICE IN PAYGRADE (YYMM) | AWARDS | PNA | YOUR FINAL MULTIPLE MINIMUM | MINIMUM MULTIPLE REQUIRED |
|---|---------------------|----------------|----------------------------|--------------------------|-----------|-----------------------------|---------------------------|
| Your multiple broken down by each factor | 44.88 | 03.20 (3.87) | 34.00 (1100) | 12 | 18.0 | 211.08 | 210.40 |
| AVERAGE of candidates SBE in your rate | 58.58 | 03.34 (3.89) | 31.13 (0706) | 10 | 15.9 | | |
| PNA POINT BREAKDOWN | | | | CYCLE XXX | CYCLE XXX | CYCLE XXX | CYCLE XXX |
| PNA POINTS EARNED FROM YOUR PREVIOUS EXAMS/PMAs THAT WERE APPLIED TO THIS EXAM'S FINAL MULTIPLE SCORE | | | | 2.5 | 1.5 | 1.5 | 2.0 |
| PNA POINTS EARNED FROM THIS EXAM ADMINISTRATION THAT WILL APPLY TOWARD YOUR FMS ON THE NEXT EXAM | | | | FROM EXAM STANDARD SCORE | | FROM PMA | TOTAL |
| | | | | | | | |

EXAMINATION SCORE BREAKDOWN BY SECTION:

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Final Multiple Score Breakdown

DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD RD, PENSACOLA, FL 32509-5240

FROM: COMMANDING OFFICER
TO: DOE, JOHN 123-45-6789

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EXAM RATE HT1
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BRANCH CLASS USN
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DATE MARXX
UIC 12345
CODE AD

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PNA Point Breakdown

| | | | | | | |
|--|-----------------------------|--------------|--------------|--------------|--------------|-------|
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Exam
Score
Breakdown
By
Section

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DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD RD, PENSACOLA, FL 32509-5240

FROM: COMMANDING OFFICER
TO: DOE, JOHN 123-45-6789

PRESENT RATE HT1
EXAM RATE HTC
GROUP
BRANCH CLASS USN
CYCLE XXX
SERIAL NO. XXX0123
DATE JANXX
UIC 12345
CODE AD

SUBJ: EXAMINATION PROFILE INFORMATION AND EXAM STATUS

REF: (a) YR LETTER DTG

| FINAL MULTIPLE SCORE BREAKDOWN | EXAM STANDARD SCORE | PMA | SERVICE IN PAYGRADE | AWARDS | PNA | YOUR FINAL MULTIPLE MINIMUM | MINIMUM MULTIPLE REQUIRED |
|---|---------------------|-------------------|---------------------|--------------------------|-------|-----------------------------|---------------------------|
| | | (EVAL AVG) | (YYMM) | | | | |
| Your multiple broken down by each factor | 75 | 51.09 (3.93) | ---- (1100) | -- | --- | 126.09 | 96.10 |
| AVERAGE of candidates SEE in your rate | 56 | 49.79 (3.83) | | | | | |
| PNA POINT BREAKDOWN | | | | CYCLE | CYCLE | CYCLE | CYCLE |
| PNA POINTS EARNED FROM YOUR PREVIOUS EXAMS/PNAs THAT WERE APPLIED TO THIS EXAM'S FINAL MULTIPLE SCORE | | | | | | | |
| PNA POINTS EARNED FROM THIS EXAM ADMINISTRATION THAT WILL APPLY TOWARD YOUR PMS ON THE NEXT EXAM | | | | FROM EXAM STANDARD SCORE | | FROM PMA | TOTAL |

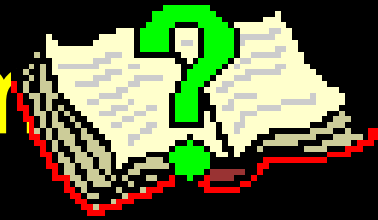
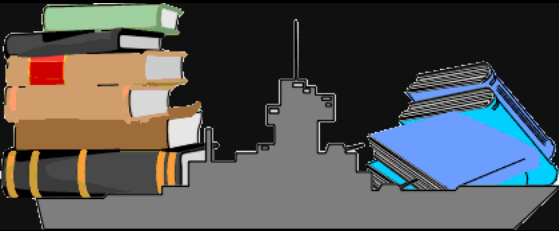
EXAMINATION SCORE BREAKDOWN BY SECTION:

| NO. | TOPIC | NUMBER OF QUESTIONS | YOUR SCORE | YOUR %ILE | YOUR OVERALL PERCENTILE WAS 79 . YOU SCORED HIGHER THAN 79. PERCENT OF THE CANDIDATES IN YOUR RATE WHO TOOK THIS EXAM. |
|-----|------------------------------------|---------------------|------------|-----------|---|
| 1. | BLUEPRINT READING AND SKETCHING | 15 | 13 | 98 | Total number of exam questions may not always equal 200 due to deletions. Deleted questions result if equipment or procedures become obsolete between the time the exam is written and the time the exam is taken. Deletions do NOT change a candidate's chance for advancement. The standings are based on over 90% returned answer sheets. No change occurs with all returns in. |
| 2. | SHEET METAL FABRICATION AND REPAIR | 15 | 11 | 84 | |
| 3. | STRUCTURAL FABRICATION AND REPAIR | 15 | 12 | 96 | |
| 4. | PIPE FABRICATION AND REPAIR | 20 | 13 | 88 | |
| 5. | WELDING | 15 | 10 | 76 | |
| 6. | METALLURGY | 20 | 12 | 93 | |
| 7. | CAREER INFORMATION | 15 | 10 | 27 | |
| 8. | HAZARDOUS MATERIAL | 15 | 14 | 90 | |
| 9. | MILITARY JUSTICE | 15 | 10 | 77 | |
| 10. | CUSTOMS, TRADITIONS AND COURTESIES | 15 | 12 | 88 | |
| 11. | ORGANIZATION | 18 | 10 | 56 | |
| 12. | SECURITY REQUIREMENTS | 19 | 11 | 78 | |

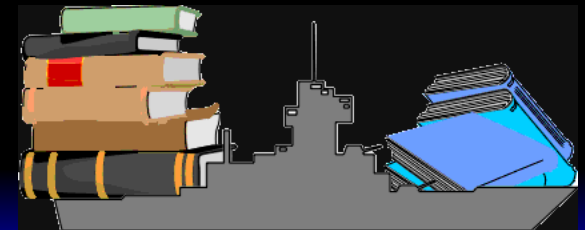
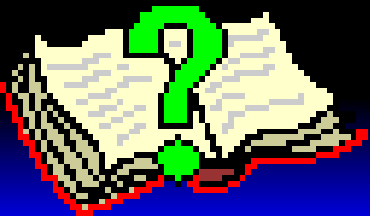
CONTACT YOUR ESO FOR MORE INFORMATION ABOUT DATA USED FOR YOUR MULTIPLE CALCULATION. DO NOT USE THIS SHEET TO STUDY FOR THE NEXT EXAM. EXAM CONTENT VARIES FROM ONE EXAM SERIES TO ANOTHER. THIS SHEET CONTAINS TOPICS THAT WERE USED *IN THIS EXAM ONLY* AND MAY NOT APPEAR ON FUTURE EXAMS. TO CHECK FUTURE EXAMS, GO TO THE NETPDTC WEB SITE UNDER THE BIBS PORTION AT WWW.ADVANCEMENT.CNET.NAVY.MIL.

1. PROVIDED ELIGIBILITY IS MAINTAINED, SUBJECT CANDIDATE IS AUTHORIZED ADVANCEMENT TO HTC. ADVANCEMENT MAY BE EFFECTED ON 16 OCT XX. VERIFY ALL FMS DATA AS CORRECT PRIOR TO EFFECTING THIS ADVANCEMENT. AUTHORITY FOR ADVANCEMENT IS NETPDTC ADV LTR 4-XX.

“How can I best re for the exam



- ◆ Make sure you meet all eligibility requirements
- ◆ Be a top performer (sustained superior performance)
- ◆ Provide good input on your evaluations
- ◆ Learn as much as you can about your rating from all sources (Bibliography, References, schools, OJT)
- ◆ Use the *Advancement Handbook* to help focus your study plan. **AND, START EARLY. Don't wait until the last minute!**



Bibliography for Advancement Study (Bibs)

- ♦ **Bibs are available ONLY in electronic form**
- ♦ **Bibs list the source references for each rating exam**
- ♦ **Always study the most recent version of any reference!**

Bibliography Web Posting For Advancement Exams

- ♦ **ACTIVE DUTY BIBS**

- EXAM CYCLE POST DATE**

- JANUARY E-7 EXAM JULY
MARCH E-4/5/6 EXAM OCTOBER
SEPTEMBER E-4/5/6 EXAM APRIL

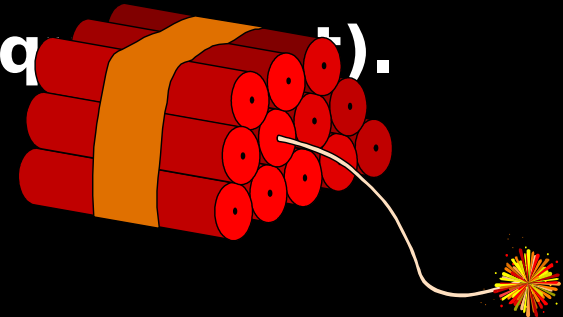
- ♦ **RESERVES BIBS**

- EXAM CYCLE POST DATE**

- FEBRUARY E-7 EXAM AUGUST
FEBRUARY E-4/5/6 EXAM SEPTEMBER
AUGUST E-4/5/6 EXAM MARCH

Dispelling **myths** about exams—let's have the **facts!**

- ♦ **MYTH:** A number of questions are arbitrarily thrown out of every exam (not scored). As many as 70 questions are tossed.
- ♦ **FACT:** All questions are used for scoring unless there is a valid reason to delete a question (e.g., outdated eq



...more mystifying **myths**

- ♦ **MYTH:** There are “trick questions,” as well as the ever popular “more than one correct answer.”
- ♦ **FACT:** Incorrect answers are meant to be close but there is **ONLY ONE CORRECT ANSWER.**

...and more myths

- ♦ **MYTH:** Test questions do not require a source, they are just made up.
- ♦ **FACT:** All questions are supported by occupational standards or Naval standards, AND a published reference.

...and a final myth

- ♦ **MYTH:** Scoring the maximum 80 points on the exams means you “aced” the exam.
- ♦ **FACT:** It simply means you performed better than all or almost all of the other candidates taking the same exam.
- ♦ **FACT:** 80 “represents” the highest standard score attained for a group of candidates taking the same examination (the best raw score may have been a 142).

Questions and Answers

- ♦ **QUESTION:** What if a reference is revised so that it changes the correct answer to an exam question?
- ♦ **ANSWER:**
 - If the change makes the question's original correct answer no longer valid or no longer the **ONLY** correct answer, the question will be deleted.
 - If the change results in a different answer than the original correct answer, then answer key is simply changed to reflect the new correct answer.

...another Q & A

- ♦ **QUESTION:** I missed making rate by less than 1 point. What should I do?
- ♦ **ANSWER:** Contact PSD/ESO to make sure all possible FMS points were submitted

...and a final Q & A

- ♦ **QUESTION:** If the NRTC that I have completed is revised, should I complete the new NRTC?
- ♦ **ANSWER:** Good question. If you feel really confident, then you may decide you don't want to. However, you can be sure your exam writer is not using the old NRTC to support exam questions.

Exam Schedule

January 3rd Thursday E7

February (Reserve) E4/5/6/7

| | | | |
|--------------|------------|-----------------|-----------|
| March | 1st | Thursday | E6 |
| | 2nd | Thursday | E5 |
| | 3rd | Thursday | E4 |

August (Reserve) E4/5/6

| | | | |
|------------------|------------|-----------------|-----------|
| September | 1st | Thursday | E6 |
| | 2nd | Thursday | E5 |
| | 3rd | Thursday | E4 |

Summary

- ◆ **Purpose of Advancement Exams**
- ◆ **How the exams are developed**
- ◆ **How the exams are scored**
- ◆ **Profile sheet**
- ◆ **How the candidate can prepare for the exam**



NETPDTC

NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER

NAVY ENLISTED
ADVANCEMENT INFO



♦ **For general NEAS information or to download information:**

- **Home page: <https://www.advancement.cnet.navy.mil> OR**
 - ❖ **Bulletin Board: DSN 922-1394/1820 (COMM: (850) 452-1394/1820)**
 - ❖ **SALTS: Streamlined Automated Logistics Transmission System**
- **Specific questions: Exam Development Branch Head:**
 - ❖ **nora.matos@cnet.navy.mil**
 - ❖ **Phone: DSN 922-1001, extension. 2163**
 - ❖ **COMM: (850) 452-1001, extension 2163**
 - ❖ **Fax: DSN 922-1819 or COMM (850) 452-1819**
- **Exam discrepancies: DSN:922-1252 COMM:850-452-1252**

That's All Folks